

DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
215 North 17th Street
Omaha, Nebraska 68102-4978

DM 37-1-4

CEMRO-RM-F

Memorandum
No. 37-1-4

10 February 1992

Financial Administration
SAFEGUARDING PUBLIC FUNDS

1. Purpose. To prescribe policies and procedures for the care and custody of public funds entrusted to certain members of the Omaha District.

2. Applicability. It is applicable to the finance and accounting officer, the deputy finance and accounting officer, disbursing assistants, imprest fund cashiers, recreational fee cashiers, authorized collectors and others concerned.

3. References.

- a. AR 37-103
- b. ER 37-2-10
- c. DM 37-1-1
- d. DM 37-2-1

4. Public Funds. Public funds are defined as any United States currency, coins, or negotiable instruments collected or disbursed in behalf of the Corps of Engineers and the Treasurer of the United States for which the finance and accounting officer (FAO) is accountable.

5. Cash and Accountable Documents.

a. The cashier or alternate is personally accountable and responsible to the disbursing officer for the amount of funds entrusted to them and may be held pecuniarily liable for any loss to their funds.

(1) Imprest fund cashier's or alternate's fund may include: cash, checks, and accountable documents (e.g., subvouchers, unreimbursed vouchers, and interim receipts for cash).

(2) Recreation fee cashier's or alternate's fund includes: unissued change funds, camping fees turned in by collectors (to include cash and personal checks), and accountable documents (e.g., interim receipts for cash representing change funds issued to authorized recreation fee collectors).

(3) Recreation fee collector's change fund in an amount equal to that represented on the interim receipt for cash held by the recreation fee cashier and any monies (cash and personal checks) collected from campers, and supported by an ENG Form 4457 (User Permit) that have not been turned in to the recreation fee cashier and alternate.

b. Cash will not be left unattended. Cash and checks will be kept in the cash box inside a locked safe except when processing imprest fund transactions or preparing camping fee collections for transmittal to Omaha. Accountable documents will be treated as money and kept inside the safe in neat order, and safeguarded at all times.

c. Cashiers will not comingle funds. Items unrelated to the fund will not be kept in the cash box.

d. Cashiers will reconcile funds, at least weekly, or daily, with activity to verify that losses have not occurred.

e. Cashiers will keep cash in an amount sufficient to meet necessary minimum requirements.

f. Imprest fund cashiers will not deposit funds in commercial banks.

g. Recreation fee cashiers, alternates, and collectors will ensure that all personal checks are made payable to "Corps of Engineers, Omaha District" and they are endorsed "For Deposit Only-Treasury of the United States."

h. Project offices may negotiate an agreement with a local commercial bank to accept recreational fee deposits for later transfer to the Omaha District (coordinate agreements with the FAO).

6. Safeguarding Public Funds. The following requirements for safeguarding public funds are based on paragraphs 4-29 through 4-37 of AR 37-103.

a. Storage in Vaults. If a fire resistant (2 hour minimum) vault with a 3-position dial combination is available and accessible, it will be utilized to house safes or cabinets containing public funds. File cabinets with 3-position combination padlocks are permissible for storage only within this type of vault.

b. Storage Outside Vaults. If a suitable vault is not available, public funds will be stored in a fire resistant safe (2 hour minimum) with a 3-position dial combination.

c. Overnight Storage. Overnight storage of public funds handled by mail clerks is not permitted. All receipts shall be accounted for and transmitted to the proper official on the same day.

7. Security Requirements. Special instructions concerning storage, combinations, and other related matters are provided below:

a. Finance and Accounting Officer and Deputy. The FAO will be provided sufficient and suitable space to accommodate blank checks, blank bonds, and check signing equipment. Vault combinations shall be known only to the FAO and that individual's Deputy. In addition, the FAO will be provided with a personal safe or security cabinet which will be used to store pertinent disbursing papers and combinations received from other individuals listed below. Likewise, this combination shall be known only to the FAO and that individual's Deputy. The combination to the FAO's vaults and safe will be placed on SF 700 (Security Container Information) in a separate sealed envelope suitably marked to detect unauthorized opening and transmitted to the Commander for safekeeping and use in event of an emergency. The combinations will be stored in the Security and Law Enforcement Office for the Commander.

b. Disbursing Assistants. The Chief of the Disbursing Section shall be provided with a separate safe for transaction of daily business. The combination to this safe shall be known only to the Chief and Assistant Chief of the Disbursing Section.

c. Imprest Fund Cashiers. Separate safes must be provided for storing imprest funds. If a common safe is used by the prime and alternate cashiers, the combination shall be known only to them. Separate cash boxes (key or combination type) shall be provided to each cashier.

d. Recreational Fee Cashiers and Authorized Collectors. Recreational fee cashiers and authorized collectors will be provided with separate cash boxes (key or combination type). Each cash box shall be identified with the name of the cashier or authorized collector using the cash box. If available, separate safes will be assigned. If separate safes are not available, storage will be permitted in safes of other custodians; however, the combination shall be known only to the custodian of the safe used (e.g., if an imprest safe is used, only the prime and alternate cashiers shall possess the combination). Recreational fee cashiers and Rangers will exercise extreme personal care and caution in the protection of public funds entrusted to them until such funds can be placed in authorized storage facilities.

8. Combinations to Safes. Combinations to all safes used for storing public funds shall be changed at least once a year and at such other times as circumstances may warrant, such as change of cashiers or alternates.

All combinations to safes shall be transmitted to the FAO on SF 700 for safekeeping and use in event of emergency. Each combination will be placed in an envelope so that the combination is not discernible from outside when the envelope is sealed. The envelope will be suitably marked so that its unauthorized opening may be detected: the names of the cashier, alternate cashier (or authorized collector, if applicable), office location, and date of the combination change will be placed on the face of the sealed envelope. The sealed envelope will be placed inside another envelope and transmitted to the FAO by memo. The FAO will return a notice of receipt.

9. Immediate Notification. The FAO and the District Security and Law Enforcement Manager will be notified immediately, by telephone or radio, of any losses or damage of public funds entrusted to them or in transit for deposit. If it becomes necessary for the Commander to have the FAO's or any other safe or vault opened, the envelope containing the combination will be examined (for tampering) and opened by two disinterested persons, who will then witness the opening of the safe or vault and prepare an affidavit as to the contents of the vault or safe. At no time, will the person having custody of the combination to a receptacle containing public funds, release that combination to other than an authorized person.

FOR THE COMMANDER:


DONALD E. NEEDHAM
LTC, EN
Deputy Commander

DISTRIBUTION:

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